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## **Air National Guard (ANG) Military Vacancy Announcement (MVA)**

*(Must be a current ANG, RegAF, or AFRC member  
And be eligible for ANG membership)*

**2010-046**

### **LAW OFFICE SUPERINTENDENT**

#### **PROMOTABLE TSGT-MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 29 MAR 10 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **AFNORTH/JA (TYNDALL AFB FL)**. Must be Air Force Specialty Code (AFSC) **5J071**. Duties and Responsibilities: Serves as the Law Office Superintendent, for First Air Force (1AF), Air Forces Northern (AFNORTH) and the Continental United States NORAD Region (CONR). As a member of this team, you will have the unique opportunity to assist in the defense of the American homeland and help our civilian partners mitigate the consequences of natural and man-made disasters. The mission requires interaction between agencies and individuals with vastly different backgrounds. As the senior enlisted legal professional you will be required to assist two attorneys with providing advice for the 1AF CC and Combined Force Air Component Commander. The office directly supports 14 staff directors on a wide range of complex legal issues regarding domestic operations, and provides operational legal advice for homeland defense/security and defense support of civil authorities. Responsibilities include management of the G-series orders publishing, guaranteeing legally sound command structure for 1AF; further ensures legal readiness & services for the total force unit. Must maintain great rapport with local police, state attorneys, and court personnel, increasing speed and amount of information office receives from local authorities about off-base incidents involving AFNORTH personnel. Performs paraprofessional and legal research functions under the supervision of a Judge Advocate in connection with operations law activities, civil law, military justice, intelligence law, and non-criminal investigation. Manages all aspects of legal office, to include processing correspondence, maintaining suspense files, and maintaining (electronic and physical) law libraries. Searches files and legal references for precedents and opinions, and extracts requested material. Prepares legal memoranda on fundraising, private organizations, restrictions on political activities, landlord-tenant issues, and other civil law topics. Provides similar for operations law issues such as Rules of Engagement/Rules for Use of Force, domestic use of Intelligence Community assets, and military support to civilian law enforcement agencies. Assists the Staff Judge Advocate with identifying and notifying mandatory confidential financial disclosure report filers. Helps obtain required reports from filers. Also helps prepare and forward (to HHQ) semi-annual report on travel benefits DoD personnel received from non-federal government sources. Responsible to assist attorneys in support of Directors, Deputy Directors and First Sergeants with determining appropriate forums for disciplinary actions. Collects investigative reports and other relevant documents from military and non-military sources. Reviews documents, applicable regulations and laws, and makes recommendation to directors/commanders,

supervisors, superintendents, and Staff Judge Advocate about disposition. Coordinates with base legal office on processing of non-judicial punishment (Article 15, UCMJ) actions. Briefs directors/commanders, supervisors, superintendents, and newcomers (permanent party and AEF augmentees) on various legal issues, to include sexual assault, political activities, use of government travel charge card, use of government-provided rental cars, discrimination and sexual harassment, alcohol and drug abuse. Prepares handouts and briefing materials. Interviews clients and determines eligibility for legal assistance. Prepares powers of attorney for authorized recipients of legal assistance, to include Canadian Forces members, Sister Service personnel, AFFOR staff and dependents. Orders supplies, equipment, and furniture for office. Conducts periodic inventories of library and ADP equipment. Maintains office file plan. Augments base legal office when requested and current operations allow. Augments the AFNORTH AOC legal office as needed. Works extended hours in support of contingency operations. Attends A5 Joint Planning Group meetings when requested. Attends weekly AFNORTH staff meetings when Staff Judge Advocate is absent. Serves as office representative to the CONR Enlisted Association and other morale organizations within AFNORTH (1 AF) and the larger Tyndall community. Executes other duties not detailed above, when required.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**